STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER _____14_____

REQUIREMENTS:

Purge 'SG' and 'OO' designations on GS-16 thru GS-18 and
project positions, since they are no longer required.

REMARKS:

25X9

A total of ███ SG & OO designations were purged from the file.

A computer program was written to facilitate the above task and maintenance was performed on the T/O edit programs.

RESPONSIBLE COMPONENT   :   _____M&PB/MSD/OCS_____

REQUESTED DATE   :   _____May 1970_____

REQUESTED COMPLETION DATE: _____

COMPLETION DATE   :   _____May 1970_____

7

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER _____15_____

REQUIREMENTS:

Designate 'Emergency Relocation' positions in the current
T/O system

REMARKS:
1/11- Check on later.

_6 Jan 72 - Received majority of the designated 'emergency'
positions in Dec 1971. Should receive the
remainder in Jan 72. Will start inputting
them in the current T/O system sometime in Feb 72_

RESPONSIBLE COMPONENT   :   _____PMCD/OP_____

REQUESTED DATE   :   _____

REQUESTED COMPLETION DATE: _____Feb 72_____

COMPLETION DATE   :   _____

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER _____16_____

REQUIREMENTS:

1, Designate 'Supervisory' positions in the current T/O

2. *Identify criteria & categories for a Supervisory Position*

REMARKS:

Will be coded in the T/O System starting in Jan 1972, should be finished some time in Feb 1972.

RESPONSIBLE COMPONENT : ___PMCD/OP (1) — SRB/OP (2)___

REQUESTED DATE : ___29 Oct 71___

REQUESTED COMPLETION DATE: ___15 Dec 71___

COMPLETION DATE : _____

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER   17

REQUIREMENTS:

    Purge the 'Non-Staffing Complement Personnel Project' records
    following the end of each Office in the current T/O system.

REMARKS:

    Approximately 900 records

RESPONSIBLE COMPONENT   :   Coding Clerk/SRB/OP

REQUESTED DATE   :   *27 July 71*

REQUESTED COMPLETION DATE: *Dec 71*

COMPLETION DATE   :   *30 Sep 71*

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER ___18___

REQUIREMENTS:

Establish and input 'abbreviated titles' for all
organizational components thru the 'BRANCH' level.

REMARKS:

Maximum length of abbreviated title is 5 characters.
Directorate & Office abbreviated titles must be unique (not
duplicated) within the Agency.

1. Will be accomplished *after* Intermediate levels have been identified and
subordinate levels have been realigned on the T/O

2. OCS should write a program to identify all organizational components
~~thru the~~ 'Branch' level for used by PMCD.
Include a column to identify career services ———
(See conversion 19)

RESPONSIBLE COMPONENT : ___PMCD/OP___

REQUESTED DATE : _____

REQUESTED COMPLETION DATE: _____

COMPLETION DATE : _____

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

| UNCLASSIFIED | | CONFIDENTIAL | | SECRET |

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1			
2			
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

Sorry about that !

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
625 C of C Bldg	

UNCLASSIFIED   CONFIDENTIAL   SECRET

FORM NO. 237   Use previous editions
1-67   (40)

statintl

MEMORANDUM FOR:

SUBJECT   : Organizational Title Abbreviations

     1. Attached is a copy of the Master Position Control Register for
_____. In order to standardize abbrevia-
tions for reporting purposes (Biographic Profiles, Service Record Cards, etc.)
PMCD needs your assistance and approval of organizational abbreviations.
~~for computer input purposes~~. Abbreviations are limited to five (5) characters
(no slashes permitted) and are to be applied only to those organizational
titles indicated by a red check mark on the attached register. Where PMCD
has attempted to provide the abbreviations, please verify their validity.
For all others checked you should provide an acceptable abbreviation.

     2. Please return to OP/PMCD, Room 625, Chamber of Commerce Building
by 22 October 1971.

     3. If you have any questions concerning the above, please contact
STATINTL ████████████████ on extension ████████

                         ██████████████████████████   STATINTL

          Chief, Position Management & Compensation Division

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER _____19_____

REQUIREMENTS:

Career Services that are associated with each Directorate and Office should be identified and input into the system.

REMARKS: Will be accomplished at the same time that 'Abbreviated Titles' are identified (See Conversion 18)

Investigate, if valid requirement for CSGA. — It is.

Note: Directorate & Agency 'Other' does not have Career Service.

RESPONSIBLE COMPONENT : ~~PMCD/OP~~ SRB/OP

REQUESTED DATE : _____

REQUESTED COMPLETION DATE: _____

COMPLETION DATE : ___29 Oct 71___

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER _____20_____

REQUIREMENTS:

   Position Title Suffixes for positions that require a suffix,
   in addition to the standard title associated with each
   occupational series code, should be identified and input into
   the current system.

REMARKS:

CODING CLERK/SRB

RESPONSIBLE COMPONENT   :   ██████████

REQUESTED DATE   :   27 July 71

REQUESTED COMPLETION DATE: Dec 71

COMPLETION DATE   :   _____

$T_o - LH.$

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER   21

REQUIREMENTS:

     Ensure that all 'Specific' language requirements that are
     indicated in the language recap as an 'AND/OR' condition are
     also represented with the associated position in a similar manner.

     Also verify that all 'Specific' language requirements are noted
     both in the 'Language Recap' and the positions.

REMARKS:

Note: Erroneous Footnotes that were left on the T/O, when an associated position was deleted, were purged during this exercise

RESPONSIBLE COMPONENT   :   Coding Clerk/SRB/OP

REQUESTED DATE   :   *27 July 71*

REQUESTED COMPLETION DATE: *1 Dec 71*

COMPLETION DATE   :   *31 Aug 71*

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER _____ 22 _____

REQUIREMENTS:

1. Identify a title at the Directorate level for the establishment, maintenance, and reporting of Temporary Assignment Staff (TAS) and the Career Training Program (CTP).

2. Identify the reporting sequence of TAS and CTP within the Directorate.

REMARKS:

REF: (a) Policy Book IV (Tab T)

(b) Memo dated 18 Feb 71

RESPONSIBLE COMPONENT : ~~PMCD/OP~~ SRB/OP

REQUESTED DATE : 27 July 71

REQUESTED COMPLETION DATE: ~~15 Nov 71~~ ~~30 Sep 71~~

COMPLETION DATE :

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER _____23_____

REQUIREMENTS:

    Identify the organizational level that the 'STAFFS' under
Operational Services Division/DDP should be reported in
the new Human Resources System.

REMARKS:

    REF: Policy Book IV

    Problem with reporting ceilings (over-under) if identified as Office

    *They will be reported at Level-2 (Office).
Reference Policy paper dated 5 Nov 1971*

RESPONSIBLE COMPONENT   :   PMCD/OP

REQUESTED DATE   :   27 July 71

REQUESTED COMPLETION DATE: *30 Sep 71*

COMPLETION DATE   :   *16 Dec 1971*

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER   24

REQUIREMENTS: Assign the new Military Occupational Series Code to each military

position.

REMARKS: This should be accomplished approximately one month prior to the

complete computer conversion from the old system to the new

system.

Ref. Conversion number 26.

RESPONSIBLE COMPONENT   :   PMCD/OP

REQUESTED DATE   :   30 JULY 71

REQUESTED COMPLETION DATE:

COMPLETION DATE   :

2 February 1972

MEMORANDUM FOR THE RECORD

PROJECT: STAFFING

SUBJECT: Implementing the new Military Occupational Speciality
(MOS) Codes in the current Staffing System

A.   One of the remaining data items that has to be converted
in the current Staffing System prior to the implementation of the
Human Resources Systems (HRS) is the MOS code. This item will
replace the current Occupational Series Codes on all military
positions identified in the system today.

Because of various computer edits that currently exist
both in the Personnel and Staffing systems today, it is impossible
to implement these codes as initially designed without a
tremendous programming effort in both systems.

Realizing the limitations that are unique to each of the
current systems, the following conversion effort will be implemented
that will allow for an orderly computer conversion to take place
when the new Human Resources Systems are implemented.

1. Position Management and Compensation Division (PMCD/OP) will
    reclassify the occupational series code and position titles
    on all military positions utilizing a condensed version of
    the new MOS code (see attachment), and the complete version
    of the associated occupational title.

2. Military and Mobilization Personnel Division (MMPD/OP) will
    utilize the new occupational title only, on all future Request
    for Personnel Actions (Form 1152) for all Agency military
    personnel. During the interim period until the new HRS
    systems are implemented, MMPD will utilize the old occupational
    series codes that are currently in use today in conjunction
    with the new titles.

3. Transaction and Records Branch/OP will update their manual
    Table of Organization accordingly with the Form 261's issued
    by PMCD, and the Form 1152's from MMPD.

PMCD will incorporate the new MOS codes and occupational titles in a special military section of the Agency's Occupational Code Handbook which is currently under revision.

MMPD will forward any new changes in MOS codes or occupational titles to PMCD, utilizing the form that has been designed, so the Agency Occupational Code Handbook and related positions can be updated accordingly.

The above has been coordinated with all components involved.

B.   The above technique will be utilized on all MOS codes to be incorporated in the current T/O system. Unfortunately it cannot be utilized in the current personnel system since there are many computer edits in various computer programs that are checking for all numerics in occupational codes.

This will, however, provide the Office of Personnel the capability to reclassify the occupational codes and titles on all military positions, and occupational titles only on military personnel records over an extended time period that should be completed prior to conversion to the new Human Resources Systems. It will also provide a unique method which does not exist today, of identifying these codes that MMPD utilizes on both their Military and Agency personnel actions.

When computer conversion takes place, a program will be written to:

1. Reconvert the MOS codes on positions back to their original design, reinserting the zero in the 6th position, etc.

2. Convert the occupational code in the computer record of all military personnel to the same occupational code of the military position that they incumber.

Approximately 8% of the military personnel in the Agency are currently assigned to non-military (i.e., GS) positions, Development Complement, or Pending Reassignment status. The computer records of these personnel will not be updated automatically. A report listing will be prepared identifying these personnel so 'Personnel Actions' can be prepared assigning their new MOS codes.

25X1A

Systems Analyst
OCS/SIPS Task Force

Condensed Version of Military Occupational Speciality
Codes (MOS) for use in the current Staffing System

The new MOS code is defined as being seven characters in length.
Initially the sixth character will always be a zero (0) since the
expansion capability incorporated in the design of the code will not
be used.

Realizing the above and also that any occupational code utilized
in the current system(s) must contain a decimal point (.) in the fifth
position, the following technique will be utilized to permit the use
of the new codes and titles in today's system(s).

A.   The sixth character (zero) of all new MOS codes will not be used.

B.   The existing fifth character will be moved to the sixth
     character's position

C.   A decimal point will be placed in the fifth character's
     position.

For example:

	1	2	3	4	5	6	7	Title
1. New MOS code as currently defined =	A	1	0	4	5	0	1	Pilot, Transport
2. The 6th character deleted =	A	1	0	4	5		1	"
3. The 5th char moved to 6th char position =	A	1	0	4		5	1	"
4. Placement of decimal point in 5th char position =	A	1	0	4	.	5	1	"

5.   Code A104.51 will be utilized in the current system

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER _____25_____

REQUIREMENTS: Write a computer program to list all Organizational Titles thru

the 'Branch' level in the current T/O Master.

REMARKS: 1. This requirement cannot be accomplished until conversion

number 10 is completed.

2. This is in support of Conversion Number 18.

3. SRB/OP will write the work order (Form 930).

RESPONSIBLE COMPONENT : __M&P Branch/OCS & SRB/OP__

REQUESTED DATE : __30 JULY 71__

REQUESTED COMPLETION DATE: _____

COMPLETION DATE : _____